



STATE STUDENT ASSISTANCE COMMISSION OF INDIANA



Instructions for Using the Core 40 and Honors Internet UPdate System (CHIPS)

Background: The Indiana Higher Education Grant (IHEG) program is a need-based college financial aid program administered by the State Student Assistance Commission of Indiana (SSACI.) The state of Indiana provides *increased* IHEG funds to eligible high school graduates earning an Academic Honors Diploma with a cumulative Grade Point Average (GPA) of at least 3.00/4.00 scale, and to Core 40 graduates with a cumulative GPA of at least 2.00/4.00 scale.

Please note that for SSACI's purposes, not only must the Indiana Department of Education (IDOE) academic requirements for the Core 40 curriculum or the Academic Honors Diploma curriculum be met, but the required cumulative GPAs must be achieved as well. This may result in a student being considered Core 40 or Academic Honors for IDOE purposes, but not for SSACI purposes.

CHIPS (Core 40 And Honors Internet UPdate System) was developed as a Web-based Internet application to facilitate reporting of Academic Honors and Core 40 graduates to SSACI. The work done by the high school counselors is crucial to the success of the Indiana Higher Education Grant program. Otherwise, students might not receive the Academic Honors and Core 40 enhancements to the Indiana Higher Education Grant program.

CHIPS allows the user to

- Add seventh semester data for students who are on target to earn a Core 40 or Academic Honors Diploma (with the required cumulative GPAs) at the end of eight semesters.
- Enter data on-line, one student or several students at a time; or upload an appropriately formatted text file.
- Update student records on-line to correct data such as invalid dates of birth or Social Security Numbers.
- Update student records on-line to change diploma status before or after graduation, until June 15, 2002.
- View all records entered.
- Convert GPAs to a 4 point system to check student eligibility.

CHIPS stores all data on a secure remote server requiring a user name and password for access. All data is encrypted when transmitted over the Internet for maximum privacy, confidentiality, and security. Stored data is regularly backed-up and held in the highest confidence. The CHIPS application is available whenever the user has access to the Internet. The user also has on-line access to these instructions, the Certification Statement and the Verification Form.

Certification Statement: An authorized high school representative must send a signed Certification Statement to SSACI via fax or U.S. mail (see the statement for details) once initial CHIPS reporting is complete (i.e. by March 1, 2002.)

Verification Form: The Verification Form can be copied and used to obtain the needed data and permission from parents to make the data available to SSACI (see the form for details.) SSACI understands that some parents and students might be reluctant to disclose Social Security Numbers (SSN). But parents and students must understand that in order to be considered for an



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Indiana Higher Education Grant, the student must file the *Free Application for Federal Student Aid* (FAFSA) by March 1st of every year and the FAFSA requires student and parent Social Security Numbers. FAFSA filing is required for federal aid and very often, college aid.

Prior to starting CHIPS data entry, please review the information detailing required data fields, data entry, and data upload procedures.

Required Data Fields

SSN

The student's social security number (SSN) must be entered as 9 digits, with or without dashes. Any other data entry will result in an error, which will be displayed on screen. You cannot proceed with data entry or updates until the SSN is properly entered. The SSN entered must be the same as on the student's Social Security card.

Entering accurate SSN's for each student is extremely important. The SSN as entered is matched against the SSN the student uses on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. If there is no match, the student can not be awarded an Indiana Higher Education Grant Core 40 or Academic Honors enhancement.

Last Name

Enter the student's last name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the last name as it will appear on the student's diploma. Do not use suffixes such as "Jr" or "II" unless you are sure that is how the student usually signs her or his name. Also avoid using apostrophes in names such as "O'Brien" unless you are sure that is how the student usually signs her or his name.

Entering accurate last names for each student is extremely important. The last name as entered is matched against the last name the student uses on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. If there is no match, the student can not be awarded an Indiana Higher Education Grant Core 40 or Academic Honors enhancement.

First Name

Enter the student's first name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the first name as it will appear on the student's diploma. Avoid abbreviations such as "Chris" for "Christopher" or "Missy" for "Melissa". Although no match is made on the first name, it is useful for finding and checking a student's record.

DOB

The student's date of birth (DOB) must be entered as 10 characters: 8 digits from 0 to 9 with or without slashes. The format must be mm/dd/ccyy or mmddccyy where "mm" must be a valid month, 01 to 12; "dd" a valid day of the month, 01 to 31; and "ccyy" a valid year, for example, "1984", where the "19" or century part is required. Editing is done on the month, day, and year to make sure they are valid and reasonable. For example, "1990" is not a reasonable birth year for a



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high school senior¹. If a student's DOB is January 7, 1984, it must be entered as 01/07/1984 or 01071984. Errors are reported in "red letters" and must be fixed before the data is accepted.

Entering accurate DOBs for each student is extremely important. The DOB as entered is matched against the DOB the student enters on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. If there is no match, the student can not be awarded an Indiana Higher Education Grant Core 40 or Academic Honors enhancement

Program

Initially Adding Records : The first time a student's data is entered, the only valid programs you can choose are: "AHD" or "Core 40." There is no need to report to SSACI those students who do not appear to be in a position to complete the Core 40 or Academic Honors Diploma.

Updating Records : When updating an existing record there is a third program possibility: "Neither." *The code "Neither" should be used to tell SSACI that the student, whose information was previously entered, did not earn either the Core 40 or the AHD at the end of eight semesters.*

Students who were on track to earn the Academic Honors Diploma but who finish completing only the Core 40 curriculum (with a final GPA 2.0/4.0 scale) should be switched from Academic Honors to Core 40. In this way the student's record is never deleted from the data collection system, only updated to reflect the student's final diploma status.

Text File : If data is added by uploading a text file, the program code "Core 40" or "AHD" should be entered without the quotation marks when the file is created by the user. See the discussion of uploading data for details.

Understanding How to Upload Data to CHIPS

CHIPS provides two methods to enter student data: on-line entry one or several students at a time or uploading a previously prepared and appropriately formatted text file. No matter which method is used, each student record can be added only once. Many uploads can be done, each one adding new students to the system.

It is important that each uploaded file contain only new students not already entered. The system checks to see if the student's SSN is already loaded; if it is, the record will be rejected. Changes to student data ("updating") must be done on-line, one student at a time and not through the upload process.

Uploading a text file of student information in the proper format to add records can make reporting quick and easy. Users should consult with their school or corporation Information Technology (IT) staff if they are unsure of how to create and save files of the correct format.

¹ On the other hand, if you have an 11-year old graduating with an Honors Diploma, we will be glad to update our system manually. Just call us.



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Formatting the File

The file must be in "tab separated" or "comma separated" format. The file can be prepared directly from your computer system or from an application such as an Excel spreadsheet—using the **Save As...** function—or typed directly into a simple text editor such as Windows Notepad. A student record consists of five data fields: **SSN, Last Name, First Name, DOB, and Program** in that order. Each data field must conform to the rules for that data field (as described separately for each field). The "Upload" option should be used only to add (new) records. Updating of previously entered data must be done on-line.

Each data field must be separated by a TAB (ASCII decimal value 009) or a comma (ASCII decimal value 044), and each record ended with a CR character ("carriage return", ASCII decimal value 013) and LF character ("line feed", ASCII decimal value 010) in that order. Computer applications that use a "print" statement to create text records will automatically put a <CR><LF> at the end of every record, as will the **Save As...** function of Excel or hitting the <Enter> key if records are typed into Notepad. Either the TAB or comma separator must be consistently used throughout the data set. If correct, the uploaded data will be immediately available to you on-line, else you will get an error message in "red letters" for each incorrect record.

A valid record might be:

123456789, Gauss, Karl, 12/12/1982, AHD

or 123456789<TAB>Gauss<TAB>Karl<TAB>12/12/1982<TAB>AHD

where <TAB> is the TAB character inserted by your computer or application.

Uploading Data

If you click on the "Browse" button in the CHIPS application, your Internet Browser will open a window titled "Choose file" or a similar phrase. You might have to click on the "My Computer" icon in the window to find your C: drive (or the appropriate drive where the file resides on your system.)

Once you find the file you want to upload, either double click on it or click once and then click on the "Open" button in the window. Either action will take you back to the "Upload" Web page. The file will be in window next to the "Browse" button. Click on "Upload" to send the file.

Alternatively, just type the path and name of the file in the window and click "Upload". The name of the file does not matter but it is conventional to name a text file with the extension ".txt", for example, ahdc402002.txt would clearly identify the file.

Accessing CHIPS and Logging On

Accessing CHIPS

CHIPS requires the user's Internet Browser to be either Microsoft's *Internet Explorer* or Netscape's *Communicator*. At minimum, users should have Versions 4.0; you can go to the **Help, About** window of your Browser to check its version. If the user has a properly configured personal computer, the latest versions of the browsers can be downloaded free from either www.microsoft.com or www.netscape.com. It is best to check with IT staff to make sure your computer can benefit from the newest versions of the software.



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CHIPS is accessed using the URL: www.IN.gov/ssaci

This is SSACI's homepage. Use the navigation frame in the blue vertical stripe on the left side of the screen. Go to INTERACTIVE APPLICATIONS and click on **CHIPS (CORE 40 & AHD)** as indicated on the screen below.

Application Year	Purpose	Deadline
FAFSA for the 2002-03 academic year	State aid	March 1, 2002 (Date Postmarked—applicants are encouraged to get a Certificate of Mailing to provide proof of mailing if needed.)
	Federal aid	June 30, 2003 Or the last date of enrollment if earlier
FAFSA for the 2001-02 academic year	State aid	March 1, 2001
	Federal aid	June 30, 2002

Logging On

As soon as you access the Core 40 AHD area of SSACI's Web page, a window that looks like this will pop-up.

You must have a Netscape or Internet Explorer version 4.0 or later, to take full advantage of this system. If you do not have either browser, you may download it from the SSACI homepage. Follow this link if you have questions regarding the browser requirements



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At this point, click on the appropriate “bar” to go to one of the following areas:

- [AHD/Core 40 Data Input](#)
- [Certification and Verification Forms](#)
- [Instructions](#)
- [Frequently Asked Questions](#)
- [Special Notices](#)

[AHD/Core 40 Data Input](#)

This is the main data collection area. It is discussed in detail later in these instructions.

[Certification and Verification Forms](#)

If you go to this area, you can view, save, or print either the Certification Statement or the Verification Form. Clicking on the Back button of your Browser will take you back to the previous screen.

[Instructions](#)

If you go to this area, you can view, save, or print a version of these instructions. Clicking on the Back button of your Browser will take you back to the previous screen.

[Frequently Asked Questions](#)

If you go to this area, you can view a series of questions and answers about SSACI grant programs. Clicking on the Back button of your Browser will take you back to the previous screen.

[Special Notices](#)

This area contains program advisories and a troubleshooting list.

[ADH/Core 40 Data Input](#)

You will be asked to supply your *User Name* and *Password*, which are the same as in 2001 and have been provided on the cover letter.

The User Name and Password are case sensitive! Please turn off your Caps Lock button prior to entering the information and use the shift key were capital letters are called for.

Be sure to use the mouse or TAB key to go between the User Name and Password boxes and not the Enter key. You can choose to check the box to save your password if that option is displayed *but understand that if you do, anyone who has access to your computer has access to CHIPS data and can modify it!*



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A Windows-style dialog box titled "Enter Network Password". It contains a key icon and the text "Please type your user name and password." Below this, it shows "Site: www.state.in.us" and "Realm: SSACI AHD/C40". There are two input fields: "User Name" with the placeholder text "Your User Name" and "Password" with masked characters. A checkbox labeled "Save this password in your password list" is checked. At the bottom are "OK" and "Cancel" buttons.

Once your User Name and Password have been entered, you will be in the data collection area of CHIPS. The screen will look like this:

A web-based data collection interface. At the top, it shows "RIVET HIGH SCHOOL (8560) 210 BARNETT ST VINCENNES" and "The 'Cut Off Date' is: 12/31/2001". Below this are buttons for "Year" (set to 2001), "GPA Calculator", "View", "Search", and "Help". There are "Browse" and "Upload" buttons for file selection. A checkbox "Accept duplicate SSN" is present. The main form has fields for "SSN", "Last Name", "First Name", "Date of Birth (mm/dd/yyyy)", and "Program" (set to AHD). A "Save" button is at the bottom right. Below the form is a table with columns: "(1 - 12 of 12)", "SSN", "Last Name", "First Name", "Date of Birth", and "Program".

This is one of the most important areas in CHIPS. Here you can do a host of activities:

- View the data you have entered, arranging the display by any of the five data fields.
- Use the GPA Calculator to check on a student's eligibility. The Calculator is a table of conversions for GPAs.
- Add new student records to the system on-line.
- Upload a file of new student records.
- Update existing records on-line.

NOTE: When entering information on a student, data must be entered for all of the fields

SSN, Last Name, First Name, DOB and Program

SSACI can not update its **Grant Reporting And Delivery System (GRADS)** without valid data in all five fields. Without complete and accurate data in all five fields, a student might lose the Academic Honors or Core 40 enhancement to the Indiana Higher Education Grant.



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If data will be entered using a database upload, use the area in the upper part of the screen to do so.

To add records from a tab or comma delimited file, type in the path and file name or use the Browse button to find the file and click “Upload”. It is in this area that you can upload text files to add new students to the data collection system. If you click on the **Help** button, a help window will appear.

To add data a student or several students at a time, use the area in the mid part of the screen to do so.

It is in this area that you enter individual student data. Use the drop-down menu in the **Program** column to select the student’s program, Core 40 or AHD; it is accessed by clicking on the ▼ button. Once you have entered all the required data, clicking on the **Save** button to the right of the Program field to store the data.

If the data entry has no errors, the data will be accepted; if there are errors, they will be displayed in “red letters” and you must correct them to save the student record. The most common errors are not having 9 digits for the SSN or using an incorrect format for the DOB. You can click on the **SSN**, **Last Name**, **First Name**, **DOB** or **Program** links to get on-line help. Once the system accepts the data, the screen will reappear ready for a new record.

If you would like to add up to 20 student records at a time before hitting the Save Button, click on the down arrow to the right of the button “More rows for adding records.” This feature will allow you to complete data entry for several students while hitting the Save button only once as opposed to hitting the save button after each individual student data entry.



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Once you have entered student data, you can see more of this screen by using the Browser to move down the page. You do this by using the up ▲ or down ▼ scroll buttons on the far right side of the screen.

The screen will appear like this after entering several records or completing a database upload:

(1 - 12 of 12)	SSN ▲	Last Name ▲	First Name ▲	Date of Birth ▲	Program ▲	
1	Update	001-01-0001	Downey	Mudd	05/14/1983	AHD
2	Update	311-11-1111	Less	Kathy	05/19/1983	AHD
3	Update	321-45-6987	Crazy	Name	06/19/1983	NONE
4	Update	322-22-2222	Vesper	Nick	06/30/1983	Neither
5	Update	343-22-1236	Maha	Basu	07/01/1983	Core 40
6	Update	444-25-3265	Besti	Rob	11/12/1982	Core 40



Updating Data

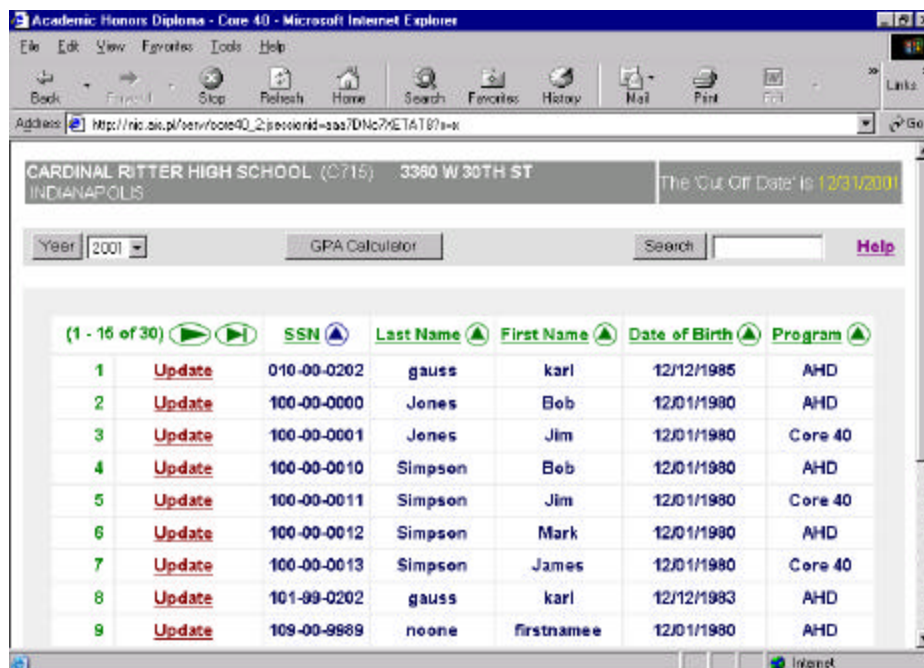
Click on the word Update if you need to make a change to a record. The following screen will appear. You can now change any or all fields as needed. Click the **Save** button next to Program to save the updated record. As soon as you are done saving the record, the screen will go back to the list of students, ready to update another student or add a new record. If the updated data contains errors, they will be in "red letters" and the data will not be saved. Fix the data before attempting another **Save**.

SSN	Last Name	First Name	Date of Birth (mm/dd/yyyy)	Program
322222222	Vesper	Nick	06/30/1983	Neither



Viewing the Data

You can View the data you have already entered by clicking on the View bar at the top of the screen. The next screen will be a list of all the students entered into the system for your school. The screen will display up to 15 records in each view. To view the next 15 records, click on  to move to the next page. Clicking on  will take you to the end of the list. Reversed arrowheads will take you to the previous page or to the beginning of the list.





Academic Honors Diploma - Core 40 - Microsoft Internet Explorer

Address: http://nic.iaa.pl/benr/bc0e90_2/personid=3337DNo7XETAT187n-w

CARDINAL RITTER HIGH SCHOOL (C715) 3360 W 30TH ST INDIANAPOLIS The 'Out Of' Date is 12/31/2001

Year: 2001 GPA Calculator Search Help

(1 - 15 of 30)		SSN	Last Name	First Name	Date of Birth	Program
1	Update	010-00-0202	gauss	karl	12/12/1985	AHD
2	Update	100-00-0000	Jones	Bob	12/01/1980	AHD
3	Update	100-00-0001	Jones	Jim	12/01/1980	Core 40
4	Update	100-00-0010	Simpson	Bob	12/01/1980	AHD
5	Update	100-00-0011	Simpson	Jim	12/01/1980	Core 40
6	Update	100-00-0012	Simpson	Mark	12/01/1980	AHD
7	Update	100-00-0013	Simpson	James	12/01/1980	Core 40
8	Update	101-99-0202	gauss	karl	12/12/1983	AHD
9	Update	109-00-9989	noone	firstnamee	12/01/1980	AHD

By clicking on the symbol  next to the data field name, you can re-order the list of data. The arrowhead pointing up means the list is in ascending order; the symbol  means the list is in reversed order. The options are:

- **Order by SSN**, that is, display the list in SSN numerical order.
- **Order by Last Name**, that is, display the list in alphabetical order.
- **Order by First Name**
- **Order by Date of Birth**
- **Order by Program**

Click on **Back** to return to the previous screen.

GPA Calculator

The GPA Calculator has been replaced by a conversion table. With the table you can find the minimum GPAs required to meet SSACI's criteria in a system based on more than 4 points. With the minimums you can easily and quickly decide if a student meets SSACI's GPA requirements.



A Special Note on Saving Information From Your Browser

Even though all the data you enter into CHIPS is securely and safely saved on a state-of-the-art file server, you might want to save information from CHIPS onto your hard drive or a diskette.

First go to the **File** menu on your Browser. A menu similar to the one below on the left will open. Next click on the **Save As...** option. A window similar to the ones on the right will open. You can choose to save the information as a Web page or as a text file by choosing the option in the **Save as type** window. You can save the information with a name and location you choose. However, if you save the file as text it will not appear very “pretty” if you open it in a word processor, but it will be saved on your hard drive or diskette and could be manipulated if necessary.

